

MEMO

February 2, 2016

TO: Los Angeles County Commission on Children and Families Commissioners and staff

FROM: Elizabeth Sadlon, consultant and facilitator, sadlon@mindspring.com

RE: **Preparation for Commission Retreat** to be held on **February 8, 2016**

Many thanks, Commissioners, for taking time to speak with me or my colleague C Reed to share your suggestions and perspective as we prepared for the February 8th retreat. We heard the commitment that each of you brings to the work to support children; we also heard the variety of voices and diverse experiences you bring to the table.

Our overall PURPOSE for the retreat is to build on your shared passion to *work together as a whole* on behalf of Los Angeles' children. To that end, we will:

- Articulate a framework for the Commission's activities and impact
- Set priorities to guide our distribution of effort and resources
- Create new structure, process, and agreements for working effectively together

Please review this packet before the 8th. It provides the background materials needed to prepare for the retreat:

- Retreat preparation checklist – ***NEW – please complete before the retreat***
- Agenda – ***NEW***
- Ordinance – *from 1984*
- Policies and Procedures – *revised 2011*
- Summary of Progress Report Update on BRCCP Recommendations – ***NEW***
- OCP second progress update on the BRCCP Recommendations – *December 16, 2015*
- Commission Representation on Government Bodies, Work Groups – *updated January 2016*

Please plan to arrive between 9:30 – 10 am at the Endowment at 1000 North Alameda (free parking behind the building). We will have coffee, bagels, and fruit available and will begin our work promptly at 10 am. Lunch will be provided, and we will close by 3 pm.

Please bring this packet with you to the retreat.

Many thanks. I look forward to a productive, meaningful day together.

**Los Angeles Commission for Children and Families
Retreat Preparation Checklist**

STEP 1: Review excerpts of our foundational documents and answer a Reflection Question

- ☐ Review Ordinance: ongoing duties, section 3.68.110
- ☐ Review Policies and Procedures:
 - Vision and Function, page 1
 - Duties of the Commission, pages 3 – 4
 - Duties of Commissioners, pages 8 – 9
- ☐ *Reflection question:* Looking ahead to the next three years, which of the duties and functions established in these documents will be most important for us to emphasize and/or improve?

STEP 2: Review the BRCCP Recommendations and identify top opportunities

- ☐ Review the Summary of Progress Toward BRCCP Recommendations from October 2015
- ☐ See also the full report from OCP dated December 16th that provides more detail on each recommendation
- ☐ *Top opportunities:* Given the areas where the Commission is already active, and the progress that the OCP reports across the recommendations, identify *up to three additional recommendations* that the Commission *could consider* seeking active involvement with OCP in moving toward completion (please note the recommendation numbers)
 - 1.
 - 2.
 - 3.
 - ☐ The Commission should not become actively involved in additional recommendations

STEP 3: Retreat Day

- ☐ **Bring this packet to the retreat**
- ☐ Arrive at the Endowment, 1000 N Alameda, Big Sur room, between 9.30 – 10
- ☐ Retreat will begin at 10 am sharp and conclude by 3 pm

Other notes:

Thank you